

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

December 1, 2022 – 2:00 p.m.

Meeting was conducted via WebEx Event

MEMBERS PRESENT:

Jose L. Melendrez –Chair, Consumer Member
Brian Knudsen – Consumer Member
Scott Black – Community Member, City of North Las Vegas
Erin Breen – Community Member, UNLV Vulnerable Road Users Project
April Allen-Carter – Consumer Member
Donna Feliz-Barrow – Consumer Member
Father Rafael Pereira – Community Member, All Saints Episcopal Church

ABSENT:

Gary Costa – Community Member, Golden Rainbow
Timothy Burch – Second Vice-Chair, Community Member, Clark County
Lucille Scott – Consumer Member
Luz Castro – Consumer Member

ALSO PRESENT:

LEGAL COUNSEL:

Heather Anderson-Fintak, General Counsel

EXECUTIVE DIRECTOR:

Fermin Leguen, MD, MPH, District Health Officer (*absent*)

STAFF:

Tawana Bellamy, Harold Collins, Andria Cordovez Mulet, Cassius Lockett, Randy Smith, Cassondra Major

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 2:06 p.m. Tawana Bellamy, Administrative Secretary, administered the roll call and confirmed a quorum.

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE

- **Members** – Gary Costa, Father Rafael Pereira, Tim Burch
- **Officer** – Tim Burch (Second Vice-Chair)

The Oath of Office was administered to member Father Rafael Pereira by Tawana Bellamy, Administrative Secretary.

IV. FIRST PUBLIC COMMENT: A period devoted to comments by the general public about those items appearing on the agenda. Comments will be limited to five (5) minutes per speaker. Please clearly state your name and address and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chair or the Board by majority vote.

Seeing no one, the Chair closed the First Public Comment portion.

Board Member Scott left the meeting at 2:13 p.m.

V. ADOPTION OF THE DECEMBER 1, 2022 MEETING_AGENDA *(for possible action)*

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve the December 1, 2022 Agenda, as presented.

VI. CONSENT AGENDA: Items for action to be considered by the Southern Nevada Community Health Center Governing Board which may be enacted by one motion. Any item may be discussed separately per Board Member request before action. Any exceptions to the Consent Agenda must be stated prior to approval.

1. Approve Minutes – Southern Nevada Community Health Center Governing Board Meeting:
November 17, 2022 *(for possible action)*

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve the December 1, 2022 Consent Agenda, as presented.

VII. REPORT / DISCUSSION / ACTION

1. Review and Approve the YTD October Financial Report; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Randy Smith, FQHC Operations Officer presented the YTD October Financial report. Pharmacy revenue continues to outpace the budget for FY2023 in October, supporting the overall FQHC operations. The total FQHC Revenue budget through October was \$7.2M and the October Actual was almost \$6.7M. The October Budget Net Position was negative \$1.6M and the Actual October Budget Net Position was almost negative \$145K. The Pharmacy revenue is the largest contributor to the charges for services and the supplies expense category. The variances in grants budget versus actual will be normalized in the upcoming budget augmentation. The remaining expense categories are in-line with or lower than budget. Mr. Smith reviewed the FQHC Programs fiscal year to date financials excluding Pharmacy and Administration. The FQHC PPS Wrap payment is working appropriately. We are caught up on calendar year 2021 and working on calendar year 2022. Mr. Smith commented that the revenue for each program, are below budget, in part due to variance in receiving grant funds.

Member Father Rafael inquired about the \$10K variance in the FQHC Behavioral Health Program, but no budgeted dollars. Mr. Smith commented that he will follow up with Mark Pasek, Financial Analyst on that.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to accept the YTD October Financial Report, as presented.

2. Review and Approve the Job Hazard Analysis Risk Assessment Report; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented the Job Hazard Analysis Risk Assessment Report that was completed earlier this year. Mr. Smith advised that part of the Federal Tort Claims Act (FTCA) application submission and program asked that we conduct risk assessments on a regular basis. Mr. Smith provided a high-level overview of the report conducted by the SNHD safety officer earlier this year at the Decatur location which included the FQHC. The safety officer looked for hazards in the workplace that could create a potential risk to staff, patients or the facility. Items that were noted included hazards related to electrical equipment and wiring, fire extinguisher locations, and operational features for exit routes. A twenty-two (22) page report was generated identifying the potential hazards and safety concerns and corrective actions were taken by facilities and health center staff to fix the identified issues.

Chair Melendrez inquired about additional trainings that might be associated with risk management and job hazards. Mr. Smith commented that more information will be provided in the CY22 Risk Management Report given by Cassondra Major. Mr. Smith advised that the Annual Risk Management Report for the Health District was included in the board's packet materials, and it includes some goals and objectives. Mr. Smith further explained that the FTCA asked the Health Center to put together a calendar of trainings to demonstrate to HRSA that trainings are completed by staff on a regular basis.

Chair Melendrez inquired if active shooter training was included in the training. Mr. Smith commented that he went through active shooter training during his initial onboarding with Human Resources at the Health District. The security team and the safety officer have explored escalation training. Ms. Anderson-Fintak advised that she presented the Physical Risk Assessment report in October this year, which provided a high-level summary of what Mr. Smith just presented. The Risk Assessment was given to the safety officer, facilities and security staff to work on as well. Ms. Anderson-Fintak commented that we hope to report more information in the new year regarding the physical safety of the building.

Chair Melendrez thanked the staff for the report.

Member Knudsen commented that some LGBTQ business owners have contacted him with specific requests around active shooter training. He suggested the Health District connect with Metro, so they are aware of the services provided by the Health District as well as any potential concerns seen in other states. Ms. Anderson-Fintak commented that the Office of Public Health Preparedness has liaisons with both Metro and the FBI. There has been discussion about an active shooter training with the FBI and bringing them to the Health District. Ms. Anderson-Fintak further commented that we will record our risk management activities so that the board can see all the good work that's being done behind the scenes.

Chair Melendrez inquired if board member can be invited to the trainings to observe or be a part of. Ms. Anderson-Fintak commented that is a good idea.

There were no further comments.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve Job Hazard Analysis Risk Assessment Report, as presented.

3. Review and Approve the CY22 Risk Management Report; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Cassandra Major presented the CY22 Risk Management Report. This is part of our FTCA application we hope to submit by the end of this year. Ms. Major reviewed:

- Goals and objectives which are a part of the Risk Management Plan the board approved for 2023.
- Policies that interact with the Risk Management activities within the Health District and FQHC.
- Patient Grievances Process.
- 2022 Patient Grievances by program.
- Incident Reporting Process.
- 2022 Incident Reports by program.
- Additional Risk Assessments completed in 2022.
- Credential Process.
- Privileging Process.
- 2022 Staff Risk Training (HIPAA, Workplace Violence Awareness and Basic Life (CPR).

Ms. Major further reviewed a list of 2022 FTCA activities that staff continues to work on.

Chair Melendrez thanked Ms. Major. There were no further comments.

A motion was made by Member Feliz-Barrows, seconded by Member Knudsen, and carried unanimously to approve the CY22 Risk Management Report, as presented.

4. Review and Approve the Credentialing and Privileging for Providers; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented the Credentialing and Privileging for Providers and advised the follow for initial credentialing and privileging.

- Debra Garner, APRN II, Initial Credentialing and Privileging
- Patricia Waters-Decker, APRN II, Initial Credentialing and Privileging

- Norma Ramirez-Rodriguez, LCSW, Initial Credentialing and Privileging
- Lorretta Jennings, APRN, Initial Credentialing and Privileging
- Racquel Tolzmann, APRN, Initial Credentialing and Privileging
- Elita Pallasigui, Psychiatric & Mental Health APRN, Initial Credentialing and Privileging
- Adrienne Young, APRN, Initial Credentialing and Privileging

There were no further comments.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve the Credentialing and Privileging for Providers, as presented.

5. Highlights from the November Operational Report; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith presented highlights from the November Operational Report. Here are some updates:

- Medicaid PPS Wrap Payment for CY21 was adjusted from \$133K to \$390K.
- HRSA notified us that we will receive additional COVID funding to be allocated in December. The amount of the COVID funding and how long it will be available to us is unknown.
- CY22 UDS Report due in February (currently preparing to submit this complex report)

Member Father Rafael inquired about the COVID funds and if they can be used for flu or Respiratory Syncytial Virus Infection (RSV). Mr. Smith commented the use of the funds is very specific to COVID related work such as vaccines, testing, supplies, staffing, education, and outreach.

There were no further comments.

No action required.

VIII. BOARD REPORTS: The Southern Nevada District Board of Health members may identify and comment on Health District related issues. Comments made by individual Board members during this portion of the agenda will not be acted upon by the Southern Nevada District Board of Health unless that subject is on the agenda and scheduled for action. (***Information Only***)

Member Father Rafael inquired about reports, cases, and trends related to COVID-19, flu and RSV in Nevada. Mr. Smith commented the Health District provides that information on a regular basis. Ms. Anderson-Fintak commented the District Board of Health have a special meeting coming up where they will discuss and share information on RSV. The board clerk can forward you the information if you're interested in attending. Member Father Rafael commented he would like to receive the meeting information.

Chair Melendrez inquired about having an update on RSV, COVID-19 and the flu on the next meeting agenda. Member Father Rafael also inquired about having information about emergency sites for vaccinations and flu vaccines and anything else for the available for the community. Mr. Smith acknowledged their requests for information and staff will provide the information at the next meeting.

IX. EXECUTIVE DIRECTOR & STAFF REPORTS (*Information Only***)**

Mr. Smith advised that Dr. Leguen presented at World AIDS Day today. On behalf of Dr. Leguen and the entire team, Mr. Smith wished everyone a very happy holiday.

Mr. Smith reminded the board members of the new meeting schedule for 2023.

X. INFORMATIONAL ITEMS

There were none.

- XI. SECOND PUBLIC COMMENT:** A period devoted to comments by the general public, if any, and discussion of those comments, about matters relevant to the Board's jurisdiction will be held. Comments will be limited to five (5) minutes per speaker. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chair or the Board by majority vote.

Seeing no one, the Chair closed the Second Public Comment portion.

XIII. ADJOURNMENT

The Chair adjourned the meeting at 3:00 p.m.

Fermin Leguen, MD, MPH
District Health Officer/Executive Secretary/CHC Executive Director

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